

Computer Services

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OFFICE ESTIMATES - POSITION JUSTIFICATION

OFFICE

OFFICE OF COMPUTER SERVICES

FISCAL YEAR

1969

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GS 15 Computer Systems Analyst

This position is for the Chief of the Development Branch, Intelligence Support Division, OCS. This is becoming a key position in OCS for technical leadership and management of computer activities concerned with system design, programming, and processing in support of CHIVE and related projects.

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GS 14 Computer Specialist

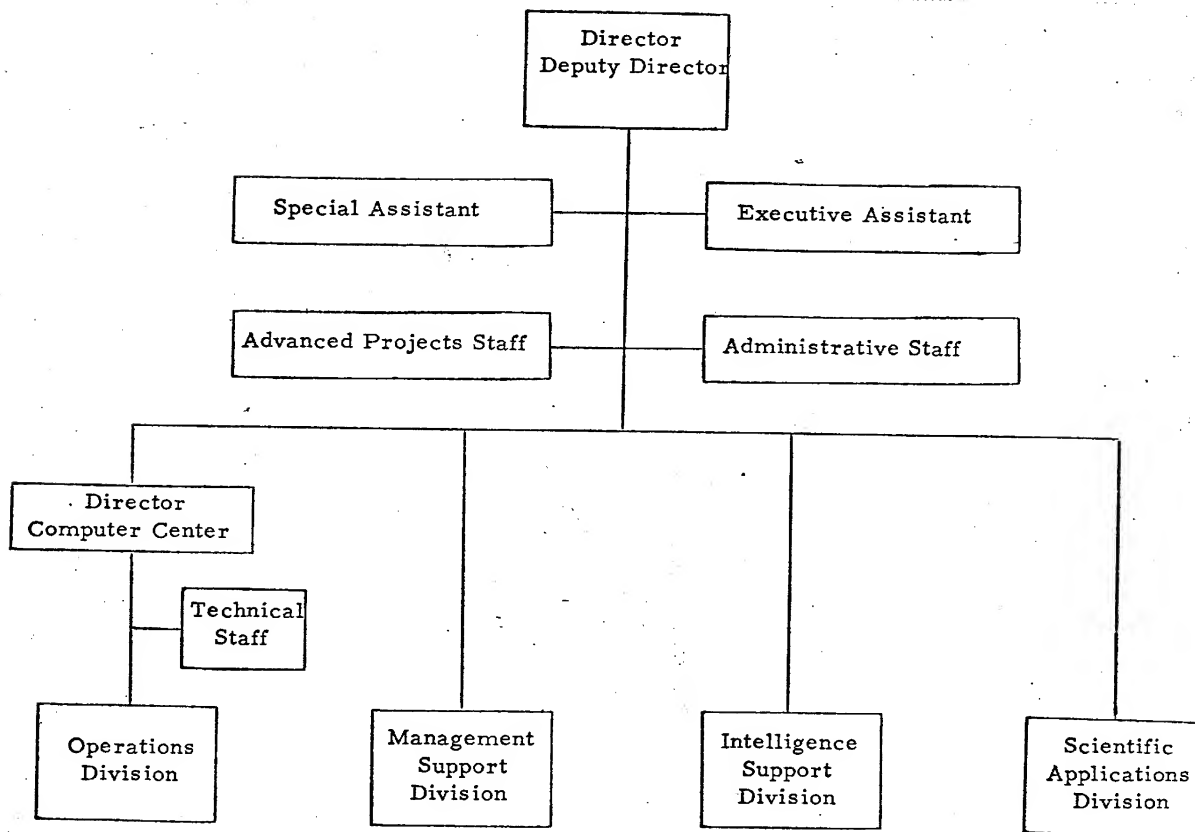
A senior technical computer specialist position will be needed in the Development Branch, Management Support Division, OCS to provide technical leadership in computer system design and program development for the Support Information Processing System (SIPS) which is being developed by the Support Directorate.

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OFFICE OF COMPUTER SERVICES



S E C R E T

GROUP I  
Excluded from automatic  
downgrading  
and declassification

S E C R E T

27 June 1967

OFFICE OF COMPUTER SERVICES  
MISSION AND FUNCTION STATEMENT

MISSION

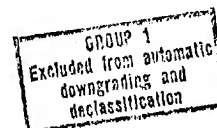
The Director of Computer Services is responsible for developing and operating a computer services organization to satisfy Automatic Data Processing (ADP) requirements from any component of the Agency for systems analysis or programming assistance and operation of computer equipment, and to provide advice, technical information or other ADP information to various Agency components.

FUNCTIONS

The Director of Computer Services shall:

- a. Conduct or assist in feasibility studies and the design of appropriate ADP Systems in response to requests from Agency components.
- b. Serve as the focal point for feasibility studies and ADP System design within the Directorate of Science and Technology.
- c. Prepare and/or acquire such computer software or programs as are required to support the computer operations of the Office of Computer Services.
- d. Equip and operate a computer center to perform the full range of ADP services.
- e. Maintain a staff of qualified technical personnel who can consult with and assist other Agency components in matters related to ADP.

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f. Collaborate with the Office of Security, the Office of Communications, other Agency components and members of the Intelligence Community in developing and effecting appropriate security measures for ADP.

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